

[? Help](#)**Job details**

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Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Management Secretary III** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Luis Dominguez, Bureau Chief, Probation  
Residential Treatment Services Bureau  
9150 East Imperial Highway  
Downey, CA 90242  
Phone: (562) 940-2508

**Please email documents to:**  
**[Luis.Dominguez@probation.lacounty.gov](mailto:Luis.Dominguez@probation.lacounty.gov) with the subject line "Management Secretary III."**

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

**Desirable Qualifications**

- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage multiple tasks.
- Strong and effective interpersonal skills.
- Highly proficient in various computer programs including Microsoft Word, Excel, and Outlook.
- Ability to work collaboratively in a team environment with internal and external staff and stakeholders.

**Duties**

- Replies to personal and other correspondence, composing

letters with or without dictation.

- Screens office and telephone callers, meets the public, makes appointments, and arranges conferences and speaking engagements,
- Directs callers to other departments and officials or to other individuals, divisions, or sections of the department where assigned.
- Takes care of day-to-day inquiries or problems wherever possible.
- Secures information on the status of pending matters and reasons for delay in the completion of projects.
- Maintains office files and records, including those of a confidential nature.
- Performs confidential and personal services, as requested.
- Recognizes the need for revisions in office, clerical, and secretarial procedures, and makes recommendations regarding such changes.
- May assign and supervise the work of other employees.

**Vacancy Information** This transfer opportunity is located at Probation Headquarters, 9150 East Imperial Highway, Downey, California 90242.

**\*THIS IS NOT A CIVIL SERVICES EXAMINATION.\***

**Available Shift** Day  
**Contact Name** Luis Dominguez  
**Contact Phone** 562-940-2508  
**Contact Email** Luis.Dominguez@probation.lacounty.gov  
**Job Field** Secretarial  
**Job Type** Administrative Support

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